

Medical Dietetics Division
Combined MS/DI Program
Student Handbook
2019-2020

Medical Dietetics

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THE OHIO STATE UNIVERSITY

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Introduction

Purpose & Audience

This handbook outlines the requirements for students in the professional Medical Dietetics Combined Master of Science and Dietetic Internship (MS/DI) Program at The Ohio State University. It is a companion volume to the [School of Health and Rehabilitation Sciences' Student Handbook](#) and the University's [Code of Student Conduct](#). It is intended for Ohio State University graduate students pursuing a Master of Science in Allied Medicine degree while completing the ACEND dietetic internship. This handbook is revised annually and the most recent edition replaces all previous editions. The Medical Dietetics program reserves the right to implement revised or newly created policies at any time it determines them to be necessary.

Each student is encouraged to review policies and procedures pertaining to such matters as scheduling, supervised practice, graduation and grading, which are found in University bulletins and handbooks. This Handbook contains the mission, goals and student responsibilities of the Combined MS/DI Program in Dietetics. Information on the organization and administration of the Division and the school can also be found in this document. The Student Code of Ethics should be reviewed regularly. In addition, the Code of Ethics in Dietetics should be reviewed yearly.

<http://www.eatright.org/healthprofessionals/content.aspx?id=6868>.

Guiding Principles

Mission

The mission of The Ohio State University Combined Dietetic Internship and Master's Degree program is to educate dietitians for high-quality entry level practice and advancement to positions of leadership and influence. Our graduates are prepared to think critically and engage in ethical decision making, provide leadership for nutrition services, practice and manage in a variety of environments, function as active multidisciplinary team members and continue professional development throughout life.

Program Goals

Program Goal 1: The program will prepare graduates to be competent entry-level registered dietitian nutritionists.

Program Objectives for Goal 1: List of program-defined objectives used to support Program Goal 1.

- a. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists will be 80%.
- b. At least 80% of the program graduates take the CDR credentialing exam within 12 months of program completion.

- c. At least 80% of program students will complete program/degree requirements within 36 months (150% of the program length).
- d. Ninety-five percent of employers will be satisfied with the work performance of the graduate.
- e. Over a five-year period, 70% or more of DI graduates who sought employment in dietetics will be employed within three months of program completion.
- f. Of the graduates who seek employment, 70% are employed in nutrition and dietetics related fields within 12 months of graduation.
- g. Over a five-year period, one year post graduation, alumni who accepted a position in which medical nutrition therapy was the primary responsibility report that they were competent to begin their job.

Program Goal 2: The program will prepare graduates to demonstrate a commitment to the dietetics profession.

Program Objectives for Goal 2: List of program-defined objectives used to support Program Goal 2.

- a. Over a five-year period, 70% of graduates will report involvement in a professional organization.

The Dietetics Profession

Dietitians are food and nutrition experts. Their field combines the study of food, nutrition and health in relation to proper diet and food choices. Registered dietitians assess nutritional status and recommend foods or medical nutrition products to treat diseases or help individuals reach optimal fitness and health. They offer nutrition education for groups and provide nutrition counseling for people of all ages. Dietitians may manage foodservices in health care settings, schools, or congregate feeding sites. They may provide direct patient care in hospitals, long term care, or community settings. Dietitians may also work with athletes, fitness clubs, employee wellness programs or home health agencies. Some dietitians work in commercial settings such as food outlets or grocery store chains; others are employed in industry. Opportunities for employment are varied. Some graduates join the Peace Corps and others enlist for military service. Many graduates combine the dietetics profession with medicine, nursing, physical therapy, pharmacy, occupational therapy, or other graduate professions.

Educational Program Overview

The MS/DI in Medical Dietetics began as an approved pre-professional practice program (AP4) in 1988. In 1994, it was awarded developmental accreditation and was granted full accreditation in 1998 (approved for 5 students). The initial internship program was approved for 6 students in the Medical Dietetics Across the Continuum, and approved to take two additional students for the sports nutrition track in 2014. The two-year program is designed for students who have received a baccalaureate degree that meets the standards set forth by Accreditation Council for Education in Nutrition and Dietetics (ACEND) and have received a verification statement from the undergraduate program in dietetics. During the first year, interns complete required rotations and coursework. During the second year of the program, interns complete coursework, a thesis, and finish their rotations through a culminating experience. Graduates of the program receive a Master of Science Degree (Clinical Nutrition Track) in Health and Rehabilitation Sciences.

Length and Structure

The MS/DI program is a two-year program. During the first year, students take a few classes while they complete at least 1200 hours of required supervised professional practices including medical nutrition therapy, counseling, foodservice management community nutrition, and long-term care. Students are not required to locate their own practice sites. During the second year, students finish their culminating supervised practice experience and course work, complete a graduate practicum, conduct research and write a thesis, or complete a project. Over the two-year period, students complete a minimum of 30 credit hours at the graduate level based on core competencies, which include: nutrition; food science; medical nutrition therapy; foodservice systems management; nutrition education and counseling; research methods; applied nutrition; and professional seminars. Required support courses include advanced topics in nutrition, counseling, medical nutrition therapy, and allied health. Graduates of the program receive a Master of Science degree, are eligible to sit for the RDN examination, and may apply for a Limited Permit to Practice Dietetics in the State of Ohio.

The program is designed assuming full-time enrollment and there is **no** provision for completing the professional phase of the program in fewer than 2 years, over an extended part-time enrollment model, through distance education or fully on-line models.

Program Admission

As an ACEND-approved combined program, students are ranked and accepted in accordance with the DICAS application process and rules for the spring matching. Students need to apply through DICAS by the February due date. The program admissions committee will review the applications and offer interviews to top candidates. Once the candidates are ranked internally, the School of Health and Rehabilitation Sciences graduate studies committee will preview the rankees for fitness as a graduate student. The program director will then formally rank approved students according to the desires of Graduate Studies and the program admissions committee. Matched students are expected to enroll the adjacent autumn term. Failure to enroll as expected may result in surrendering a position in the program.

Advising & Scheduling

Incoming students are advised by the program director. Once graduate students determine the primary advisor for his or her project or thesis, that faculty member becomes the advisor of record. This re-assignment of advisor should happen in the spring of the first year.

Advisors provide guidance to students in planning their program of study; however, students are ultimately responsible for planning and completing all required coursework and supervised practice outlined in this handbook. Students should make an appointment to meet with their advisor at least once each term. Prior to registration for each term, students are expected to prepare or update a proposed plan of study as well as a proposed schedule that they review and refine with their advisor. Advising includes much more than course scheduling, and students are encouraged to develop strong mentoring relationships with their advisor.

Graduation Requirements

In order to earn the Master of Science in Allied Medicine degree, students must:

- complete all School of Health and Rehabilitation Sciences core requirements
- complete all Medical Dietetics course requirements with a 3.0 or better (see the coursework section of this handbook)
- meet all Academy of Nutrition and Dietetics Foundation Knowledge and Skills for the Didactic Component of Entry Level Education Programs
- meet all Academy of Nutrition and Dietetics Competency Statements for the Supervised Practice Component Entry-Level Coordinated Program in Dietetics as documented by completion of the competency portfolio at the end of each supervised practice rotation
- have a minimum cumulative point-hour ratio (GPA) of 3.0 for all coursework completed at Ohio State

Fulfillment of graduation requirements is tracked using the Degree Audit Reporting System (DARS) available to students through their Student Center at the University Registrar's [Buckeye Link website](#). Students should review their Degree Audit with their advisor on a regular basis to ensure progress toward graduation.

Students must apply for graduation through the SHRS Student Affairs Office (Atwell 206) by the posted graduate school deadline, typically before the last Friday in January for those who will graduate at the end of the Spring Semester. The Student Affairs Office completes a graduation requirements audit for each student who has applied to graduate.

Retention and Good Standing

Students shall be considered to be in "good standing" in the professional phase of the program when they are compliant with the program's academic, safety & capability, and professionalism requirements and are not currently on warning or probation nor been dismissed from the program or university.

Verification statement procedures - CDR for eligibility for the RD examination

Each student who has successfully completed all requirements for graduation will receive seven official copies of the verification statement. The Program Director will then complete all required processes according to Registration Eligibility Processing System Guide to submit each student's eligibility forms to the Commission on Dietetic Registration. One copy of the verification statement and the CDR forms will be kept on file in the student's permanent record for any future need.

University Level Sanctions

The University has established university-wide student conduct guidelines in their [Code of Student Conduct](#). The university also has established a system of academic performance sanctions that include warning, probation, and dismissal as described in [Faculty rules 3335-9-25 thru -28](#).

School/Program Level Sanctions

In addition to the university sanctions, the SHRS has also established academic and professionalism policies and sanctions for students in the School specifically outlined in the [SHRS Student Handbook](#). Students face sanctions for violations of academic policies, professionalism policies or a combination of both. They include:

Academic Sanctions

- **Academic Warning** – this status does not appear in the student’s permanent record. It is intended to make students aware that their academic performance is sub-par and that they are at risk for further sanctions if their performance does not immediately improve.
 - Warning can be triggered by a sub 3.0 semester point-hour-ratio (GPA), grade below B- in any required Medical Dietetics course, or a grade below C- in a cumulative benchmarking exam from MD 4912, MD 4923 or MD 4925.
 - At the end of the following semester the warning is removed if performance is acceptable or the student is placed on probation if performance is not acceptable.
- **Academic Probation** – this status appears on the student’s permanent academic record and indicates that the student is in serious academic jeopardy.
 - Academic Probation can be triggered by several different problems such as multiple semesters of warning or concurrent causes of warning, a cumulative point-hour-ratio (GPA) below 2.5, a grade below C- in any required Medical Dietetics course, or a grade below C- in a cumulative benchmarking exam from MD 4912, MD 4923 or MD 4925.
 - Academic probation continues until the student fulfills the requirements for removing probation outlined in their probation letter, graduates or the student has been dis-enrolled from the program or dismissed from the university. Students who leave the school while on probation will resume probation if they return to the school.
 - Students on probation for an unacceptable grade in a required Medical Dietetics course are prohibited from enrolling in subsequent professional courses until the student has earned a grade of B- or better. Because most MD courses are offered once annually, this typically amounts to a one-year delay in the student’s program and graduation.
- **Academic Disenrollment (dismissal from the program)** – students are dis-enrolled from the program following a review and vote by members or designees of the School’s Executive Committee.
 - Disenrollment can be triggered by failing to fulfill the conditions of probation, incurring

additional causes for warning or probation while already on probation (regardless of the cause of original probation), or incurring multiple causes of probation simultaneously.

- Once dismissed from the program, the student is no longer in the professional phase of the program (cannot register for professional coursework), their major reverts to undecided in the SHRS and their advising is provided through the SHRS Student Affairs Office.

Professional Sanctions

SHRS policies establish that any student whose professional behavior, conduct, competence, or interpersonal skills are judged unsatisfactory may be placed on professional warning, probation or recommended for professional disenrollment (dismissal from the program).

- **Professional Warning** – this status is intended to make students aware that their professional performance is sub-par and that they are at risk for further sanctions if their performance does not immediately improve
 - Warning is triggered by infractions judged by the Medical Dietetics Program to be minor. Some examples include but are not limited to instances of tardiness, absenteeism, dress code violations or minor professionalism violations.
 - Warning leads to the student being removed from supervised practice for 1-3 days.
 - Preceptors may immediately implement warning for violations that occur during supervised practice.
- **Professional Probation** - this status appears on the student's permanent program record and indicates that the student is in serious professional jeopardy.
 - Professional Probation can be triggered by a repeated pattern of professional warning or by infractions judged by the Medical Dietetics Program to be more significant.
 - Professional probation continues until the student fulfills the requirements for removing probation outlined in their probation letter, graduates, or the student has been disenrolled from the program or dismissed from the university. Students who leave the school while on probation will resume probation if they return to the school.
 - Students incurring professional probation may be removed from supervised practice for a period of time to be determined by the Medical Dietetics Program and that may carry over into subsequent placements. Such removal causes a failing grade in the supervised practice course(s).
- **Professional Disenrollment (dismissal from the program)** – students are disenrolled from the program following a review and vote by members or designees of the School's Executive Committee.
 - Disenrollment can be triggered by failing to fulfill the conditions of the probation letter, incurring additional causes for warning or probation while already on

probation (regardless of the cause of original probation), incurring multiple causes of probation simultaneously, or by infractions judged by the Medical Dietetics Program to be severe.

- Once dismissed from the program, the student is no longer in the professional phase of the program (cannot register for professional coursework), their major reverts to undecided in the SHRS and their advising is provided through the SHRS Student Affairs Office.

Student Complaints

Student complaints will be registered in the following chain of command:

- **Instructional or individual course complaints:** Faculty of the course → Division Director → Director, School of Health and Rehabilitation Sciences
- **Program complaints:** Director of the Dietetics Program → Division Director → Director, School of Health and Rehabilitation Sciences
- **ACEND Accreditation Standards complaints:** The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with the accreditation/approval standards. A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained from the Program Director or by contacting the Education and Accreditation staff as follows:

The Academy of Nutrition and Dietetics
Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 899-0040 Ext.5400
Email: ACEND@eatright.org
URL: www.eatright.org/ACEND

Appeals

Students may appeal specific grades, academic or professional sanctions through processes described in the [SHRS Student Handbook](#) and the university's Code of Student Conduct.

Safety and Capability Requirements and Policies

The Medical Dietetics Program and SHRS are committed to the health, safety and well-being of our students and patients and have implemented requirements to help ensure these. Failure to meet or maintain any of the following disqualifies the student from continuing in the program unless and until such time as the student is able to regain compliance.

Documentation Tracking

E*Value

The MEDICAL DIETETICS PROGRAM uses a secure online software package called [E*Value](#) to track a variety of student information including compliance with documentation, clinical supervised practice hours tracking, and clinical supervised practice evaluations. Upon program admission, students are issued an E*Value account and login information. A variety of items necessary for supervised practice eligibility are tracked through this account and instructions for uploading these items is provided to students at their program orientation and is also available on the home screen of E*Value.

BuckMD

In order to track compliance with the immunization and physical capability requirements, professional phase students must register for a free [BuckMD](#) account through the Wilce Student Health Center and submit all immunization and physical capability documentation to the Wilce Student Health Center. Compliance will be determined by the Student Health Preventative Medicine Department and is reported through the student's BuckMD Immunization History Report. Specific instructions for registering and submitting documentation are provided to students at their program orientation and are also found on E*Value.

Screenings

Criminal Background Check

Students must pass a criminal background check upon professional phase admission and annually thereafter while in the program. The background check is performed through OSU Wexner Medical Center Security at no cost to the student. Slightly different procedures may be used for in-state v. out-state residents as determined by Medical Center Security policy. Additionally, some clinical affiliate sites (such as the Veteran's Administration) may require their own additional background check. Failing any criminal background check may prevent a student from enrolling, or may preclude a student from completing program requirements. In some cases, it may be grounds for disenrollment from the program. If a student is arrested or charged with a crime between background checks, he/she shall self-disclose this to the MEDICAL DIETETICS PROGRAM within 24 hours. Failure to disclose an arrest is grounds for possible disenrollment.

Students will be provided an OSU Wexner Medical Center photo identification badge upon successfully passing their background check. These badges are at no cost to the student and are to be worn at all times for on or off-campus clinical supervised practice unless the supervised practice site indicates otherwise. Students are responsible for any lost or stolen badges and can purchase a replacement badge at the ID Processing office within OSUMC Security (Rhodes Hall S-128).

Substance Abuse and Urine Toxicology Screening (Drug Testing)

Substance Abuse Policy

Students who are impaired by substance abuse endanger patients, themselves, faculty and staff, and other students. Substance abuse has been defined in the *SHRS Student Handbook* as: 1) The use or possession of any drug in a manner prohibited by law; and 2) The use of alcohol or any legal drug or other substance in such a way that the user's performance as a professional student is impaired as determined by the MEDICAL DIETETICS PROGRAM. Students are prohibited from engaging in substance abuse and substance abusing students are required to seek treatment. Substance abuse may prevent students from obtaining a license to practice or from sitting for the national credentialing exam.

Students substance abuse may be discovered through self-admission or through other means such as but not limited to drug testing, university disciplinary actions, criminal convictions and background checks. SHRS administration and the MEDICAL DIETETICS PROGRAM both reserve the right to temporarily suspend from supervised practice and demand a drug test from a student at any time that he or she is suspected of substance abuse (i.e. a "For Cause" basis). Refusing a drug test, not attending a required drug testing appointment, providing a phony sample, or adulterating the sample (including dilute samples or improper sample temperature) will be treated as a positive test. An initial positive test requires a confirmatory test. Participation in clinical supervised practice is suspended pending the outcome of the confirmatory test. A positive confirmatory test results in an immediate leave of absence.

From the moment a substance abuse problem is deemed to be present, the student will be placed on a leave of absence and will be unable to participate in any clinical supervised practice involving patients or patient care. Any student with a substance abuse problem will meet with the School's Director and their Division Director to discuss the issue further and set conditions for reinstatement if reinstatement is possible. In the absence of the School's Director, the Associate Director of the School will be available. Inability to resolve a substance abuse problem or any repeated substance abuse violations are grounds for disenrollment.

The School and MEDICAL DIETETICS PROGRAM recognize that early treatment is essential for successful rehabilitation and recovery for students with substance abuse. Students are encouraged to voluntarily request referral for treatment before their substance abuse leads to academic or disciplinary problems.

Urine Toxicology Screening (Drug Testing)

In addition to the "for cause" testing described above, students are required to submit to a urine toxicology screening prior to their off-campus (typically senior year) clinical supervised practice or at any time such a screening is required by a clinical supervised practice site as a condition of placement. Students are responsible for all costs associated with these screenings. Specific procedures and requirements for these toxicology screenings are posted on E*Value.

Health and Physical Capability

Technical Standards

The MEDICAL DIETETICS PROGRAM is rigorous and intense and places specific requirements and demands on the students enrolled in the program. The MEDICAL DIETETICS PROGRAM partners with the university's Office of Disability Services to explore and implement accommodations where appropriate. If a student's physical, emotional or mental capability changes while in the program, an amended Technical Standards Certification must be submitted. It is possible that a loss of capability may render a student unable to continue in the program.

Immunizations and Tests

After being admitted to the program and before beginning clinical supervised practice, all SHRS students must demonstrate compliance with program specific immunization and disease testing requirements. All requirements are outlined in the table on the next page.

A physical examination is required. Some supervised practice sites require this annually so you may be asked to repeat this requirement if you are assigned to those sites. Professional students must provide documentation of current vaccination (or a positive serum anti-body titer or physician documentation of previous disease (including dates) for tetanus, diphtheria, pertussis (Tdap), measles, mumps, rubella, varicella, hepatitis B, and influenza (influenza vaccination required annually).

Additionally, a confirmatory serum anti-body titer for Hepatitis B is required. If this confirmatory titer is negative, the student must repeat the HBV immunization series and then undergo a second confirmatory titer. Students will be considered to be temporarily compliant with the HBV requirement as long as they are "in progress" and remain on schedule for each of the vaccinations in the series. A negative titer after repeating the series will be interpreted as the student being a non-responder to the vaccine and the student will be considered compliant.

Students must also pass an annual tuberculosis skin test (one-step PPD). A positive skin tuberculosis test requires follow-up, additional medical tests, and clearance prior to the student beginning supervised practice. If requested by a student's clinical site, additional tuberculosis tests may be required at later times.

Documentation of each of these should be submitted to Wilce Student Health Center for inclusion in your BuckMD account. Vaccinations and tuberculosis tests are available from the Wilce Student Health Center at minimal costs and are typically posted to your BuckMD account within 3-5 days

Requirement	Required Documentation		
Tuberculosis Screening Note: Annual renewal requirement only requires a 1-step test. MLS Year 2 only	**2-step tuberculin skin test Testing must meet the following criteria: <ul style="list-style-type: none"> • Must be MANTOUX (intradermal) PPD test • Must be read by certified health care provider and result documented in mm. 	PPD#1 date given: _____ PPD #1 date read: _____ Result: _____ mm. Read by: _____ Title: _____	PPD #2 date given: _____ PPD #2 date read: _____ Result: _____ mm. Read by: _____ Title: _____
OR	TB Blood test QTF-G (IGRA) (recommended for those that have received the BCG vaccine)	<input type="checkbox"/> Lab report attached.	
**Negative QTF-G (IGRA) within last year or negative CXR within last year required if previously tested positive on skin test. Please consult Preventive Medicine Coordinator at Student Health Services ASAP to determine appropriate next steps.			
Tdap (Tetanus, Diphtheria, Pertussis)	Date: _____	Type: _____	Provider initials: _____
Required if have not received Tdap previously, regardless of when previous Td was administered			
Measles, Mumps, & Rubella (MMR) *Titer required for Respiratory Therapy	2 doses MMR vaccine MMR #1 date: _____ MMR #2 date: _____	OR Individual vaccines Measles #1 date: _____ Measles #2 date: _____ Mumps #1 date: _____ Mumps #2 date: _____ Rubella #1 date: _____	Provider initials: _____
OR	Positive serum anti-body titers	<input type="checkbox"/> Lab report attached.	
If the titer is negative, vaccination AND the titer must be repeated			
Varicella (Chicken Pox) *Titer required for Respiratory Therapy	Dose #1 date: _____ Dose #2 date: _____	Provider initials: _____	
OR	Positive serum anti-body titer	<input type="checkbox"/> Lab report attached.	
If the titer is negative, vaccination AND the titer must be repeated			
NOTE: History of disease is NOT acceptable evidence of immunization to varicella			
Hepatitis B Note: Positive titer must be accompanied by documentation of 3-shot series	Dose #1 date: _____ Dose #2 date: _____ Dose #3 date: _____	Provider initials: _____	
AND	Positive serum anti-body titer	<input type="checkbox"/> Lab report attached.	
If the titer is negative, the 3 dose series AND the titer must be repeated			
NOTE: It takes 6+ months to complete the vaccinations and the titer.			

Influenza	
Dose date: _____	Provider initials: _____
NOTE: Seasonal flu vaccines are typically available starting in September.	
Annual Drug Screen	
Completion Date: _____	Results: _____
First Year Physical Exam	
(Annual: PT) (No Physical: MD, MLS)	The student named above was given a physical examination on _____ (date) and DOES NOT have restrictions to perform duties related to their program. Provider initials: _____
	The student named above was given a physical examination on _____ (date) and DOES have restrictions to perform duties related to their program. Please attach explanation. Provider initials: _____
Provider information	
Signature required for this document to be valid	Name: _____
	Address: _____
	Phone: _____
	Signature: _____
	Date completed: _____

Communicable Diseases

Guidelines for Students Who Become Ill

Students who are ill could place their colleagues and patients at risk and should not attend class or clinical supervised practice until cleared to do so by a physician. Students who have a fever, contract a serious or communicable disease during the course of the program must immediately seek appropriate medical care and may not return to classes or clinical supervised practice until at least 24 hours after the fever has broken and they have been cleared to return by a physician. Students are responsible for notifying the Division's Clinical Coordinator, their instructors and preceptors of illnesses. Medical care is available to students through the Wilce Student Health Center on campus or through a provider of the student's choosing.

Positive Status for HIV, HBV, and/or HCV

Students who are positive for Human Immunodeficiency Virus (HIV) and/or who have chronic Hepatitis B Virus (HBV) and/or Hepatitis C Virus (HCV) are required to have regular follow-up with their health care provider.

Students may have limitations placed on the clinical supervised practice sites to which they may rotate depending on the decision of the receiving health system. Students will be expected to have detailed attention to universal precautions. In the case of Hepatitis, students will also be counseled

about the risk of exposure to hepatotoxic materials. Students will also be counseled on the potential implications of their status for career selection.

Clinical environment participation of students chronically infected with HBV, HCV and/or HIV will be determined in accordance with SHEA guidelines (Current Version: [Infect Control Hosp Epidemiol 2010; 31\(3\):203-232](#)). In accordance with these guidelines, students are required to obtain viral burden titers every 6 months. HBV, HCV

and/or HIV status communication is required for students rotating at outside institutions. It is the student's responsibility to inform attending medical staff at each hospital or institution about their positive status.

Caring for Patients with Infectious Diseases

Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) are serious health problems in the United States. There has also been an increase in the number of patients with tuberculosis infections. In regards to patient care, professional students may not refuse to assist in the treatment of a patient solely because the patient is infected with HIV, HBV, or other infectious disease.

Blood Borne Pathogen Exposure

Blood borne pathogen exposure is specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material. Students exposed to a blood borne pathogen during the course of the educational activities or assigned clinical supervised practice should immediately perform appropriate wound care including washing / flushing the area thoroughly, follow the post-exposure plan for the facility, and notify the MEDICAL DIETETICS PROGRAM of the incident.

After immediate wound care and washing with a disinfectant, the student should at least perform the following:

- Seek immediate medical care at the OSU Wilce Student Health Center or a nearby Emergency Department
- Document the route and circumstances of the exposure
- Document the source (person) of the potentially infectious material (if known)
- Notify the source's physician to request that the source submit to blood tests for infection. OSU Student Health can assist with this process.
- Make an appointment to be seen at the Preventative Medicine clinic at the OSU Wilce Student Health Center (call 614-292-4321 for appointments).
- Notify the MEDICAL DIETETICS PROGRAM Director at 614-292-9812 or by email at buell.7@osu.edu or kathy.garrison@osumc.edu

- Students and/or their health insurance provider are responsible for costs associated with any treatment provided to them. The Associate Dean for Student Life in 155 Meiling Hall may help with any “uncovered” expenses that result after insurance payment. Students are encouraged to meet with Associate Dean and bring remaining bills.

Pregnancy

Enrollment of pregnant students requires careful planning of coursework and clinical supervised practice in order to protect the health of mother and fetus and the integrity of the mother’s educational experience. It is important, therefore, that any student who suspects she may be pregnant to inform the Division Director at the time the pregnancy is medically confirmed. Some clinical supervised practice may not be possible during the later stages of pregnancy and it may not be possible to re-assign clinical supervised practice placements to accommodate the needs of pregnant students. The student, Division Director, and Clinical Coordinator will meet to examine the student’s specific situation and determine an appropriate plan of action. If she must take a pregnancy related leave of absence from the program, a student in good academic standing will be eligible for reinstatement following the conclusion of pregnancy and health clearance from her physician.

HEALTH INSURANCE

All Ohio State University students are required by university policy to have health insurance coverage at all times while enrolled at the university. At the time of registration for classes, students are automatically enrolled in and charged for university student health insurance unless they declare and provide documentation that they are already covered on another health insurance policy (e.g. their own or someone else’s policy).

LIABILITY INSURANCE

Professional phase students have liability protection through a blanket liability insurance policy provided by the College of Medicine at no direct cost to the student. This policy provides coverage to students, instructors and preceptors during coursework and assigned clinical supervised practice. This policy only covers classroom and supervised practice activities that are assigned by the MEDICAL DIETETICS PROGRAM. This policy also provides for medical and personal injury coverage in the event that a student is injured during a clinical supervised practice experience.

LIABILITY FOR SAFETY IN TRAVEL

The student is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, and to and from Ohio State for supervised practice. In the event that the student’s car becomes disabled or involved in an accident during supervised practice, they should look to their personal safety first. The student should make arrangements for their car and/or

transportation, as needed. As soon as practical, contact the site supervisor and either the program director or clinical supervisor.

TRAINING AND CERTIFICATION

CPR

CPR certification must be valid at all times while students are engaged in clinical supervised practice. A lapse in certification results in immediate removal from clinical supervised practice which will undoubtedly affect the grade in the accompanying supervised practice course. Documentation (scan or photo of both sides of the card) of current CPR certification must be uploaded to E*Value.

INFECTION CONTROL TRAINING

Annual Infection Control training (i.e. Bloodborne Pathogen training) is required for all students. Pre-professional students complete an online training module prior to observation experiences through the University's Office of Environmental Health and Safety. Professional phase students complete training provided through the OSU Wexner Medical Center online training system (<https://buckeyelearn.osu.edu>). Instructions for completing this training are posted on E*Value. Students must upload documentation of their annual training into their profile on E*Value.

HIPAA PRIVACY STANDARD

Upon admission to the program and prior to beginning clinical supervised practice, students are required to complete training in the HIPAA privacy standard. This training is provided through the OSU Wexner Medical Center online training system (<https://buckeyelearn.osu.edu>). Instructions for completing this training are posted on E*Value. Students must upload documentation of their training into their profile on E*Value.

CURRICULUM

The professional education program in Medical Dietetics is two years in duration after entry into the program. Entry into the professional program is selective and competitive. Students may use transfer credit for pre-professional and general education coursework, but transfer credit may not be used for required professional courses except under petition and review by the Division Director and/or admissions committee. The professional program is comprehensive and includes both didactic (classroom) and supervised practice components. These two components should not be viewed as separate entities. Instead, they are linked and both are part of our goal to produce the best dietitian possible. The classroom education component focuses on the theory and knowledge behind the practice of dietetics. The supervised practice component focuses on the real-world application of this knowledge. Students should place equal priority on success in BOTH portions of the curriculum. To this end, students should understand that their supervised practice experiences

are part of their educational curriculum and students should never think of themselves as working or covering an assigned position. Clinical instructors will supervise and mentor their experience within a particular professional setting or settings. This experience will frequently involve some student autonomy in activity and collaboration in decision-making between the student and clinical instructor; students are never the primary person responsible for the patient care and decision making. Professional courses are carefully planned so as to meet knowledge requirements outlined by the ACEND Accreditation Standards for Dietitian Education Programs. Each syllabus will identify which competencies are met by that individual course.

Transfer Credits

Students with graduate credit from other universities may apply for transfer credit for similar courses. This application is first submitted to the program director who will decide whether the course fits similar to a course in the program curriculum. If a student disagrees with the decision of the program director, she or he may appeal to the Division Director. Disagreement with both the Program Division Directors may appeal to the Graduate Studies Committee.

Scheduling Conflicts between Classes and Supervised Practice

Students are not permitted to schedule a class at a time known to conflict with Supervised Practice. In general, the Medical Dietetics courses are scheduled in a way to avoid any conflicts with Clinical Education.

Semester by Semester Plan of Study

During the first semester of study in the program, students are expected to complete a Program of Study form indicating the semester by semester plan of study. The planning sheet requires the advisor's signature to be considered complete. Changes to this form can only be made with permission of the current advisor.

CLINICAL EDUCATION

All students must complete a minimum of 1200 hours of supervised practice including medical nutrition therapy, counseling, foodservice management, community nutrition, long term care, and a culminating experience. The area of concentration is Medical Nutrition Therapy: Across the Continuum. The clinical supervised practice is a critical EDUCATIONAL requirement of the MEDICAL DIETETICS PROGRAM. It is neither a "work" requirement nor a volunteer activity. Clinical supervised practice is where students learn to apply and refine the knowledge and skills they learn in their coursework. More importantly, clinical supervised practice is where students integrate all phases of dietetics knowledge, skills, and values to become competent practitioners. It is where students make the transition to clinical practice, develop a practice style, and ultimately embrace the culture of the profession. Undervaluing of clinical supervised practice leads to incompetent and unreliable clinical practice and is antithetical to the mission and legacy of this MEDICAL DIETETICS PROGRAM. To this end, **clinical supervised practice assignments take precedent over all elective courses, out of sequence courses, employment, resident life, social, club, Greek, vacation and other obligations the student may have. Students SHALL NOT miss assigned clinical supervised practice time in order to attend any of these.** Instead, these should be scheduled around students' clinical supervised practice obligations, just as they will when students become practicing professionals.

As student's progress through their clinical supervised practice, they will be challenged to (1) increase their discipline specific knowledge, (2) integrate their classroom knowledge into the clinical setting, (3) become increasingly more proficient with clinical skills, (4) develop and implement evidence based medicine, (5) accept increasing levels of responsibility, and (6) conduct themselves with the utmost professionalism.

PROFESSIONAL PHASE

Professional phase students engage in assigned clinical supervised practice concurrently with their classroom coursework for two academic years. There is no provision for combining portions of the supervised practice nor shortening the duration. All supervised practice is graded as an academic course (MD 5189, MD 5289, MD 5389) and these evaluations are a critical component of the grade for the supervised practice. These courses are culminating experiences where students demonstrate the professional competence necessary to progress through the program.

SUPERVISED PRACTICE PLACEMENT

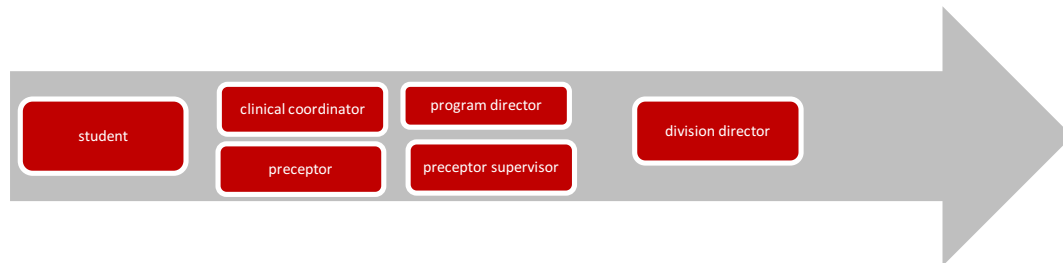
All clinical supervised practice is conducted at sites affiliated with the MEDICAL DIETETICS PROGRAM and with clinical preceptors who have completed MEDICAL DIETETICS PROGRAM specific training prior to student placement. All supervised practice placements are arranged by the MEDICAL DIETETICS PROGRAM's Clinical Coordinator who communicates early and regularly with these preceptors when arranging specific student placements. This process is extensive and complex and attempts to place each student in a situation where they can best develop as a professional. While the Clinical Coordinator may elect to take a student's preferences under advisement, placement is not made based on these preferences. Once placements have been finalized, the MEDICAL DIETETICS PROGRAM reserves the right to not reassign students nor permit swapping of placements. Students who withdraw from a placement or are removed for competence or professionalism deficiencies will not be re-assigned to other placements during the current schedule. Their supervised practice course grade will reflect any missed time from supervised practice. Students who are failing a supervised practice course are prohibited from withdrawing from the course to avoid receiving a failing grade in the course.

EXPECTATIONS FOR STUDENTS IN SUPERVISED PRACTICE

- Students must document their completion of competencies on E*value prior to the completion of each rotation.
- Students should participate in decision making roles about the care of patients to the extent possible given the patient care situation and the student's level of knowledge, skill and ability. As the student's role increases, preceptors will use professional judgment as to when it is appropriate to apply supervised autonomy in order to challenge increasing levels of skill and confidence in clinical practice.
- Students are expected to conduct evidence based searches for articles that correlate with

nutritional care assessed during clinical experiences. Students are expected to summarize the current evidence supporting clinical decisions.

- Students with a conflict or concern relative to their supervised practice should follow this reporting chain:



SUPERVISED PRACTICE HOURS POLICIES

Students receive academic credit for their supervised practice through courses numbered MD 5189, MD 5289 and MD 5389. Students must be enrolled in a supervised practice course in order to engage in supervised practice activities and to have their clinical activities covered by the MEDICAL DIETETICS PROGRAM's liability insurance. The SHRS has adopted an approximately 4:1 weekly contact hour to semester credit hour policy for full semester clinical supervised practice by graduate students (e.g. supervised practice where 32hr/wk is anticipated= 9 credits), partial semester supervised practice is prorated. Students' actual contact hours will vary.

- Student contact hours are self-reported under their Time Tracking tile in E*Value. The MEDICAL DIETETICS PROGRAM has specific policies governing minimum and maximum contact hours and actively tracks these logs for compliance. Hours should be logged weekly. Failure to log hours in a timely fashion will affect the student's grade in their supervised practice course. E*Value automatically prohibits logging hours more than 30 days in arrears.

POLICY ON REPLACEMENT OF EMPLOYEES

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic supervised practice experiences will adhere to competence attainment as described in the curriculum and work assignments for the purpose of education, mastery of techniques and reinforcing knowledge.

INCLEMENT WEATHER

During inclement weather, students should contact their preceptors to determine if the site is open or closed and to communicate about supervised practice attendance. Students are expected to attend their clinical supervised practice unless one or more of the following has occurred:

- The Ohio State University has cancelled classes at the Columbus Campus due to the weather. The university's operational status is posted at <http://emergency.osu.edu>
- The supervised practice site has closed or cancelled activities
- The student feels his/her safety is at risk if he/she were to attempt to travel to the supervised practice site (e.g. severe cold for students walking, dangerous road conditions for students driving, etc.).

SUPERVISION DURING SUPERVISED PRACTICE

All clinical supervised practice is supervised by preceptors who typically are state licensed Registered Dietitians. In specifically planned and limited experiences, students may be supervised by a licensed physician or other licensed and/or credentialed healthcare provider appropriate to the setting.

Students and preceptors should never misunderstand the term supervision to mean that students cannot be in autonomous or decision making roles in patient care. Supervision requires that the preceptor be present, but they should function more as a mentor than supervisor, fostering the student's role as a practitioner rather than a technician or aide. Student autonomy is a critical part of developing competence and is emphatically encouraged by the MEDICAL DIETETICS PROGRAM. Autonomy involves the self-directed collection and interpretation of information and use of such information to formulate and implement a plan of action. The plan of action should be vetted through the preceptor prior to implementation to ensure its appropriateness and patient safety, but the student should be the one to develop and implement it whenever possible and to the greatest degree possible. Students not pushed to become autonomous do not become competent to practice independently upon graduation.

POLICIES FOR STUDENTS DURING SUPERVISED PRACTICE

Each supervised practice course (MD 5189, MD 5289, MD 5389) has specific requirements outlined in its syllabus that is available on Carmen and E*Value. Students should familiarize themselves with these requirements prior to starting the supervised practice placement. Course requirements include but are not limited to daily journals, class meetings and assignments. Competencies must be documented in E*Value for each rotation by the end of each the supervised practice course. Failure to do so will result in an unsatisfactory course grade for that rotation.

EVALUATIONS DURING SUPERVISED PRACTICE

Preceptors will complete the student evaluation available in E*value for each student prior to the end of each scheduled rotation. Students are additionally required to complete the evaluation of the preceptor and facility for each rotation during their supervised practice.

PROFESSIONAL REQUIREMENTS

The public rightly expects that those in the medical professions will adhere to a set of values that reflect their commitment to excellence, responsibility, respect for all, integrity, prudence and trustworthiness. The SHRS and MEDICAL DIETETICS PROGRAM consider any student enrolled in the School to be an active member of their profession at all times. Professional behavior is expected not just in the classroom but in supervised practice, community outreach and other environments where students are involved. Commitment to integrity in espousing the values of the profession means that members of the profession (including students) behave in ways that will reflect positively on the profession even when they are not in class, on the grounds of the university, in supervised practice settings or at professional conferences. **Students who behave in a manner counter to the values of the profession, regardless of the setting in which these behaviors occur, may be subject to adverse [academic and/or professional sanctions](#) from the MEDICAL DIETETICS PROGRAM and/or the School of Health and Rehabilitation Sciences, up to and including program disenrollment.**

ETHICS AND LAWS

Legal and ethical practices are hallmarks of professionalism and are cornerstones upon which professional conduct is built. Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others.

Ethical Codes

- Students will adhere to the SHRS Student Code of Ethics found in the [SHRS Student Handbook](#).
- Students will adhere to the ACADEMY OF NUTRITION AND DIETETICS (AND) CODE OF ETHICS.

Legal Requirements

- Students will adhere to the Federal, State and local laws and regulations governing healthcare delivery and educational environments including but not limited to confidentiality laws, drug laws, medical device laws, non-discrimination laws, billing and insurance laws and human research protection laws.
- Students will adhere to the [Ohio Medical Dietetics Laws](#) found in title 47, section 4755.60 of the Ohio Revised Code. They are obligated to report any known violations of these laws.
- Students will adhere to all criminal and civil laws of the jurisdiction in which they find themselves.
- Students will self-report any arrests, criminal charges, or criminal convictions to the MEDICAL DIETETICS PROGRAM within 24 hours.

Honor Codes

Students will adhere to the University's [Code of Student Conduct](#) as well as the SHRS Professional Honor Code, Academic Honor Code, and the MEDICAL DIETETICS PROGRAM professionalism requirements outlined below.

SHRS Professional Honor Code

SHRS students will behave in a manner consistent with the following principles of professionalism in order to foster and maintain a culture that facilitates professionalism:

Altruism

- Assist other SHRS students in need.
- Contribute to a positive image of the medical profession.
- Serve the interests and welfare of the patient and the community above our own self-interest.

Honesty and Integrity

- Respect the rights of patients, staff, colleagues, and other health professionals.
- Safeguard patient confidences and privacy within the constraints of the law.
- Deal with confidential information appropriately and discreetly.
- Understand the general principles of ethical behavior and their application to performance expectations of any course of study, examination, or other evaluations.

Caring and Compassion

- Treat each patient as an individual with respect, empathy, and dignity both in the family's presence and in discussions with other members of the health care team.
- Handle issues of sickness, dying, and death in a professional manner with patients and their families.
- Refrain from abusing authority.

Service

- Participate in and contribute to the betterment of the public health community in a productive manner.
- Participate in and contribute to peer groups, local, national and/or international organizations.

Excellence and Scholarship

- Recognize one's own deficiencies and endeavor to correct them, requesting help when needed.
- Strive to improve one's self in the integration and transmission of knowledge.
- Collaborate with and assist peers, colleagues, and other health professionals appropriately for the advancement of scientific knowledge and skills.
- Commit to self-directed and life-long learning.

Respect Instructors, Staff, Peers, Patients, and Families

- Treat those with whom they work and learn and those who teach them with respect, trust, and dignity.
- Refrain from engaging in unwanted/inappropriate romantic and sexual behaviors or any other unprofessional behaviors.

- Respect rights such as privacy, confidentiality, informed consent, and others.
- Communicate in a sensitive manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.

Responsibility and Accountability

- Maintain academic, patient care and service as our highest priority.
- Be accountable for deadlines and complete assignments/responsibilities in a timely fashion.
- Recognize and report peers' errors, fraud, poor behavior, deficiency in character, and incompetence.
- Identify one's own limitations and developmental needs, and seek approaches for improvement.
- Present oneself in a professional manner with respect to dress, hygiene, body language, composure, and gestures.

SHRS Academic Honor Code

Students must demonstrate academic honesty and refrain from dishonorable actions that include, but are not limited to:

Cheating

Allowing another party to do one's work/exam; serving as a substitute for a student in the taking of an exam; possession and/or use of unauthorized study aids/notes during an exam; practicing fraud or deceit; knowingly providing or receiving information during examinations with or without the source's knowledge; and/or sharing information about the content of an exam with a student who has not yet taken the exam.

Plagiarism

Representing another's work as one's own including the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.

Fabrication

Altering a graded work; falsification of information and resources including laboratory and research results, clinical supervised practice evaluations and clinical supervised practice hours logs.

Aid of academic dishonesty

Intentionally facilitating the above dishonorable actions or any other action deemed in violation of this code.

Dietetic Code of Conduct

- AND Code of Ethics: <http://www.eatright.org/codeofethics/>
- Scope of Dietetics Practice Framework:
<http://www.eatright.org/HealthProfessionals/content.aspx?id=6867>

Appearance

An important part of professionalism is maintaining a professional appearance. Clinical supervised practice requires specific professional attire, hygiene and grooming practices. Students must maintain a neat and professional appearance that enables them to perform their duties efficiently and safely at all times during clinical supervised practice. Students should clarify expectations with their preceptor prior to beginning each clinical supervised practice. Unless otherwise directed, students are expected to adhere to the OSU Health System Dress Code. Students who do not comply with appearance guidelines may be sent home from the supervised practice site for the day and placed on professional warning. An ongoing pattern of inappropriate dress will lead to professional sanctions up to and including probation or disenrollment.

Hygiene

Proper hygiene is critical for controlling disease transmission and helping create a professional appearance. Students are expected to maintain impeccable personal daily hygiene.

- Daily hygiene includes clean skin, hair, and teeth; regular use of deodorant/antiperspirants; and regular dental hygiene.
- Makeup and cologne/perfume should be minimal and not be distracting. Some patients are sensitive to cosmetics or perfume/cologne and these items may be prohibited in some settings.
- Students are expected to engage in frequent hand washing or the use of alcohol based hand sanitizers prior to beginning supervised practice, between patients and before leaving the supervised practice facility daily.

Grooming

Good grooming is essential to enable health care providers to perform their professional duties as well as to create a professional appearance.

- Long fingernails can injure patients, are incompatible with many clinical skills and food service safety and are therefore, prohibited. Nails should be no more than $\frac{1}{4}$ inch long. Artificial fingernails or items affixed to fingernails have been shown to be an infection hazard and are prohibited in patient care and foodservice activities.
- Hair should be pulled back or otherwise kept out of the face so that it does not interfere with vision, communication or the performance of clinical skills. Facial hair must be kept neat and well-trimmed. In foodservice areas, hair coverings must be worn.

- Jewelry should be minimal, professionally tasteful, and not interfere with performance of work. In food service, guidelines must be adhered.
 - Jewelry that cannot be easily decontaminated should not be worn.
 - Visible piercings are limited to the ears only with two earrings permitted in each ear.
 - Exceptions for religious or medical alert jewelry will be considered.
- Visible tattoos are not appropriate during supervised practice. Students must make reasonable attempts to cover their tattoos during supervised practice.

Dress Code/Uniforms

Students should clarify the dress code for their specific supervised practice setting with their preceptor on or before the first day of the supervised practice.

General Requirements

- Students must wear a Medical Dietetics lab coat in acute care rotations. Lab coats must be washed and ironed regularly.
- Women must wear hose or socks in the acute care setting.
- In all other rotations, business casual clothing is required.
- Closed toe shoes are required in food service rotations.
- Clothing should be clean, wrinkle-free and in good repair.
- Clothing should not interfere with mobility or clinical duties and should fit well, not be overly tight, or revealing.
- Sleeveless tops, tank tops, bare midriffs, and spaghetti straps cannot be worn during supervised practice.
- Appropriate undergarments should be worn at all times.
- Low-rise waistlines are prohibited.
- Skirts and shorts should not be shorter than where the fingertips touch the legs when the arms are extended down at the sides or, alternately, should have a 6 inch inseam or greater.
- Jeans or denim pants / skirts, regardless of color are prohibited.
- Shoes and socks / hosiery must be worn at all times and footwear must be clean and in good repair.
- Unless otherwise instructed, OSU Medical Center Identification badges are to be worn above the waist with the name and photo visible during patient care.
- The MEDICAL DIETETICS PROGRAM reserves the right to make accommodations or revisions to these requirements as necessary.

Behavior

Personal Responsibility and Accountability

Personal responsibility and accountability are cornerstones of professionalism. No professional ever earns the respect or trust of patients or colleagues without first demonstrating the high degree of personal responsibility and self-sacrifice that are defining features of a profession that puts the well-being of others as its highest priority.

- Students are personally responsible for their behavior at all times and in all settings. They shall not make excuses nor blame others for their own shortcomings.
- Students shall hold themselves and each other accountable for their behavior and shall never enable or turn a blind eye allowing another student to violate the MEDICAL DIETETICS PROGRAM's professionalism standards. They are encouraged to disclose any violations of which they are aware to the MEDICAL DIETETICS PROGRAM. The MEDICAL DIETETICS PROGRAM will make every attempt to keep such disclosure anonymous.
- Students shall assume personal responsibility for their own academic and clinical success and shall actively pursue excellence in all phases of their program.
- Students shall assume responsibility for the quality of care provided to their patients and shall never be party to the delivery of care that does not meet accepted standards.
- Students shall assume responsibility for the quality and condition of their working environment by being meticulous about the upkeep and cleanliness of facilities and equipment.
- Students shall accept responsibility for maintaining the legacy of excellence of the MEDICAL DIETETICS PROGRAM. They shall continue to actively further that legacy through hard work and commitment to excellence rather than assuming that they will be excellent simply because others who preceded them worked hard and became excellent.

Sound Judgment

As healthcare providers, students' ability to make sound judgments while under pressure is absolutely vital to their success and to their professional competence. Words and deeds at any time and in any setting that cause the soundness of that judgment to be questioned weaken students' credibility and therefore their competence. Students shall recognize that their judgment in their personal life and during times outside of class or supervised practice impacts their fitness for the program and for supervised practice placements. Students who demonstrate questionable judgment should not expect to receive favorable recommendations from their faculty or preceptors nor should they expect the MEDICAL DIETETICS PROGRAM or its members to put their personal reputation in jeopardy by creating extra opportunities for them above the minimal program requirements. Such opportunities are earned and are not automatic.

Communications

People are judged by others based on how they speak and what they communicate. Students must work to communicate clearly, effectively, efficiently and professionally. Both the content and the delivery must meet professional expectations.

Verbal & Non-Verbal

Students should work diligently to use professional language and vocabulary in their Medical Dietetics related communications and be aware of how their body language impacts their communications.

- Word choices should be appropriate to the audience and setting (e.g. jargon to professionals, lay language to patients).
- Vulgar and inappropriate language has no place in professional communications.
- Body language should be professional, respectful, attentive and appropriate to the situation at hand.

Written

For paper communications with students during the academic year, the Medical Dietetics Division uses the current local address as listed in official student records. Paper communications during winter and summer breaks are sent to the student's permanent address. Students should ensure that their desired addresses are correct and up to date.

When students sign records or other documentation, they should use a designation that identifies them as a Medical Student so that no one will misunderstand them to be a licensed and credentialed person.

Email

Email is a primary means of communication between the MEDICAL DIETETICS PROGRAM and its students. All students were issued a secure Ohio State University email account upon enrollment. The MEDICAL DIETETICS PROGRAM reasonably assumes that email from this account is from the student who owns the account and is not a forgery or phishing attempt. Therefore, this account is the ONLY email address that the MEDICAL DIETETICS PROGRAM will use for communications with students.

- Students should check their email in this account daily (even during breaks and the summer) and make sure that their e-mailbox is not full.
- Failure to check your email or to keep your e-mailbox cleaned out is never an acceptable excuse for missing official communications.
- Students shall use appropriate professional Email etiquette in all Email
- Communications of a professional nature:
 - Include a salutation / greeting at the top that is professionally appropriate. Do not use the first name of faculty or preceptors unless they have asked you to call them by their first name.
 - Avoid slang, poor grammar, or the use of text messaging jargon (e.g. "y r u txting me?")
 - Include a signature that identifies the sender as an Ohio State University Medical Dietetics Student and includes a return email address.
- Students who send professionally related emails from non-OSU accounts should make

professional choices regarding their username / email address.

- Inappropriate choices can cast the student in a less than professional light (e.g. 2hot4u@email.com).
- Students shall not use inappropriate email addresses to send email communications in which they identify themselves as an Ohio State Medical Dietetics Students.
- The MEDICAL DIETETICS PROGRAM will not provide students with academic information to accounts other than the student's official OSU account.

Telephone

Students should:

- Ensure that the MEDICAL DIETETICS PROGRAM records contain their local / cellular phone number for urgent communications
- Add the phone numbers of the Program Director, Clinical Coordinator, their advisor and their preceptor(s) / supervised practice facilities into their cell phone's contacts list.
- Do not call or text faculty or preceptors for non-professional reasons or, barring emergencies, at times outside of normal working hours.
- Ensure that incoming voicemail greetings are appropriately professional. Inappropriate voicemail greetings that are encountered by preceptors, potential employers, etc. are a poor reflection on the student and on the program.
- Students should answer the telephone at a supervised practice site as follows, "[Name of Site], this is [Name of Student], how may I help you?"

Use of Electronic Devices during Class and Fieldwork

The use of cell/smart phones, MP3 players, tablets, laptops or other electronic devices is prohibited during class or supervised practice unless they are being used specifically for class or supervised practice related purposes.

- Students who need to have a phone on for emergency purposes should discuss the issue with the instructor or preceptor prior to the beginning of the day's class or supervised practice.
- Taking photos or making video or audio recordings of the School of Health and Rehabilitation property, clinical supervised practice sites, and patients is prohibited without the written consent of the institution and all parties involved.
- Electronic transmission of data related to patient specific identifiers is a violation of HIPAA.

Social Networking

Social networking is a common activity that has the potential to increase our ability to interact with each other in positive ways. However, the ability of the internet to instantly reach millions of

people, both within and outside of the medical profession makes it imperative that we take safeguards to ensure that social networking does not erode the values of the medical profession or damage the reputation of the profession or the medical center.

Definitions:

Social Networking: The use of various internet sites to connect people via web based technology. This includes, but is not limited to, Facebook, Myspace, Flickr, Instagram, Snapchat, web blogs, and chat rooms.

Publically Disseminate to distribute to a wide audience, either through posting to a non-secure website, sending content in an email, posting flyers.

Values of the Dietetics and Medical Profession: altruism, respect, confidentiality, prudence, tolerance, integrity and a commitment to personal excellence.

Students, Staff and Faculty:

- Should take steps to ensure that their social networking sites have the appropriate privacy settings to avoid inadvertent dissemination of material to audiences beyond their control.
- Should include a disclaimer with postings that clearly state that the expressed opinions belong to the writer alone and do not necessarily reflect the views of the SHRS.
- May not write about patients in a manner that could in any way convey the patient's identity, even accidentally. They are cautioned that patients with rare diagnoses, physical appearances, specific locations within the medical center, and who are athletes may be easily identifiable even in the absence of names or medical record numbers.
- May not write defamatory comments about faculty, staff, students, and health professionals within the medical center.
- May not post someone else's work (including from internet sites) without attribution.
- May not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in unprofessional behavior.
- Must maintain professional boundaries with patients and may not invite patients into social networking communities or activities that involve their personal lives. Social networking communities focused on patient status such as support groups are acceptable.
- Faculty and staff within SHRS are strongly discouraged from inviting people who are actively enrolled in the SHRS to participate in any social networking community that involves their personal lives. Social networking communities, such as LINKEDIN, limited to professional work are acceptable.

Off-The-Books Healthcare

If a patient contacts a student outside of normal care environments to request nutritional care, the student should advise the patient to contact their healthcare provider or to seek care in an appropriate facility. Students must also notify their preceptor of the request at the first available

opportunity. Students should never provide private “after hours” or “off the books” care that circumvents the healthcare plan that is in place for our patients. Doing so is both unethical and illegal.

Harassment, Discrimination & Creating a Hostile Environment

Students’ are prohibited from creating an atmosphere or environment that is detrimental to student education or delivery of patient care. Regardless of whether created through words, actions, attitude, appearance, relationships or other factors, students creating a hostile environment will be removed from the environment for a period of time up to the duration of the placement or course. This will undoubtedly impact the grade for the experience.

Harassment is a severe breach of professional ethics. Harassment and discrimination can take many forms including but not limited to [sexual harassment](#) (including sexual preference discrimination), gender discrimination, racial/ethnic discrimination, religious discrimination, sport status-based discrimination, socioeconomic discrimination, discrimination based on disease status, etc. Medical Dietetics must be a discrimination-free profession in terms of the quality of care provided. No form of harassment or discrimination will be tolerated.

Work Ethic

Punctuality

Attendance is required for all classes and assigned supervised practice experiences. If the student is late or cannot attend class because of illness or due to an excused absence, the instructor in charge of the course should be notified. Students in supervised practice should notify their preceptor and their faculty member if they expect to be late or absent. Students shall be punctual for their classes and clinical supervised practice. Tardiness and absenteeism are not acceptable for practicing professionals and are therefore not acceptable for students. Students who will be late or must miss a supervised practice or class experience must immediately contact the preceptor or MEDICAL DIETETICS PROGRAM instructor to notify them of the situation. Any instance of tardiness or absenteeism should be accompanied by an appropriate excuse. Outside jobs and student organization obligations shall not be accepted as excuses for tardiness or absenteeism.

For any initial attendance or tardiness issue the student will be dismissed from the venue for the day and placed on Professional Warning. Prior to returning to clinical supervised practice, the student must meet with his/her preceptor to discuss the issue. For a second or any subsequent offense, the student will incur an automatic 3-day suspension and must submit a plan of action to the clinical coordinator before being allowed to return to clinical supervised practice. Beginning with the second offense the student will be on Professional Probation and penalized with a letter grade deduction from the final evaluation. Details of Professional Probation are provided in the professional sanctions section of this document.

Financial Information

Interference with outside employment

The professional phase of the program requires students to complete clinical supervised practice that can occur at any time of day and frequently changes times with little pre-notice. Because of the dynamic nature of the supervised practice schedule, it will likely interfere with the student's ability to hold outside employment. Students need to make appropriate financial plans prior to enrolling in the professional phase of the MEDICAL DIETETICS PROGRAM.

While students are not strictly prohibited from holding outside employment, such employment SHALL NOT interfere with the student's ability to complete their clinical supervised practice. It is not possible to work an outside job during August pre-season clinical supervised practice. When faced with a choice between a job and assigned clinical supervised practice, supervised practice must be the first priority. Missing scheduled clinical supervised practice will result in deductions on student's clinical evaluations which will affect the grade in the supervised practice course.

Program Costs

The MEDICAL DIETETICS PROGRAM maintains a list of program costs on its website. This list is updated annually. Access to a car is required during supervised practice as driving to sites is required. The cost of gas and automobile upkeep should be considered as a program cost as well. Approximate costs include, but are not limited to:

Item	Estimated Cost
Student membership to Academy of Nutrition and Dietetics	\$58
Student member to Columbus Dietetic Association	\$10
Lab Coat	\$30
Med Diet Polo Shirt *these are ordered at the beginning of Autumn semester*	\$35
CPR Training	\$30

PROFESSIONAL ACTIVITIES AND ORGANIZATIONS

University Committee Memberships

Students are encouraged to participate in the Medical Dietetics Division, School of Health and Rehabilitation Sciences Student Council, and Wexner Medical Center Department of Nutrition committees, and any other university-related organizations.

Student Dietetic Association (SDA)

All students admitted to the Medical Dietetics Division are eligible to become members in this association. Dues are nominal and payable to the SDA treasurer. The purpose of this organization is to promote the dietetic profession through meetings, programs and activities related to dietetics and nutrition. It also serves as an ombudsman for the needs of the group and stimulates fellowship and professional growth. Election of officers is held Spring Semester of each academic year. Meetings are held at least twice per semester and include opportunities for professional education, community service and social activities.

Affiliate Membership-Academy of Nutrition and Dietetics

Students are required to apply for affiliate membership in The Academy of Nutrition and Dietetics any time after Spring Semester of the sophomore year. This entitles students to a subscription to the Journal of the Academy of Nutrition and Dietetics, access to the “members only” section of the AND website, and discounts on AND publications and products.

District Membership- Columbus Dietetic Association (CDA)

Students are required to apply for student membership in the Columbus Dietetic Association. Meetings are held monthly and topic areas vary. Attending meetings provides students with good networking experiences and increases educational opportunities. Attendance at such meetings can be recorded in your Portfolio to show professional development.

Equal Opportunity and Nondiscrimination Policy

Equality of opportunity is a basic philosophy of Ohio State. Mindful of the need for all persons to adapt to the changing roles and needs of society, the University also provides evening programs and continuing education opportunities to serve a wide spectrum of lifelong learning needs. In the exploration of new ideas and in the preparation of citizens for their roles in a changing society, the University represents a human commitment - an expression of the aspiration of people to better themselves and the world in which they live.

The policy of The Ohio State University both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, national origin, religion, sex, sexual orientation, age, handicap, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the University promotes equal opportunity through a positive and continuing affirmative action program.

The University's Office of Human Resources/Affirmative Action, 1590 North High Street, Suite 300, Columbus, OH 43201-2190; 614-292-1050, is responsible for the coordination of matters relating to equal opportunity and affirmative action.

Access to Personal Files and FERPA (Family Education Rights and Privacy Act)

The University policy regarding privacy and release of student record information is contained in the Master Schedule of Classes. Medical Dietetics students may review the content of their files upon request and in the presence of a faculty member or authorized individual, such as the Director, Office of Student Affairs.

The FERPA act creates certain problems for students who may be subjects of news stories. The School cannot release names and addresses or certain other data without prior student permission. We also cannot send credentials to prospective employers without a written request or permission. The graduate who expects to have prospective employers or graduate schools request information should complete a release form. Also, interns who request recommendations from faculty should use the School recommendation form that includes space for the student's signature.

For questions about this federal legislation, consult the Student Affairs Office or <http://www.ed.gov/>.

MEDICAL DIETETICS PROGRAM Policies Annual Agreement

Compliance with Policies and Requirements

By signing below, I, _____ indicate that I have read, understand, and agree to abide by all of the policies and requirements of the Ohio State University MEDICAL DIETETICS PROGRAM outlined in this student handbook. My questions about these policies and requirements have been answered and I understand that the Division Director and/or Clinical Coordinator can answer additional questions should they arise. This agreement is in effect for the entire academic year and must be renewed annually.

I am specifically aware of the program's requirements for [graduation, retention and good standing](#).

I am specifically aware of the program's [Safety & Capability](#) requirements including but not limited to:

- Background checks and 24-hour self-disclosure if arrested or charged with a crime [\[details\]](#)
- Substance abuse and drug testing including "for cause" testing [\[details\]](#)
- Technical standards (including changes in status) and immunization compliance [\[details\]](#)
- Communicable diseases and blood borne pathogen exposure [\[details\]](#)

I am specifically aware of the program's policies about supervised practice commitments including but not limited to:

- [Academic](#) and [non-academic](#) schedule conflicts, [punctuality and absenteeism](#), and [outside employment](#)
- Placements and loss of placement [\[details\]](#)
- Hours requirements, limits, and logging [\[details\]](#)
- Supervision during clinical care and prohibition of unsupervised practice [\[details\]](#)

I am specifically aware of the program's [Professionalism](#) requirements including but not limited to:

- [Ethics and Laws](#)
- [Honor Codes](#)
- [Competence](#)
- [Appearance](#)
- Responsibility, Accountability and Judgment in class, during supervised practice, and in my personal life [\[details\]](#)
- Communications and Confidentiality [\[details\]](#)
- Use of [electronic devices](#) and [social networking](#)
- Relationships and Professional Boundaries [\[details\]](#)

I understand that violation of the MEDICAL DIETETICS PROGRAM policies or requirements carries consequences such as suspension from or loss of supervised practice placements as well as academic and professionalism sanctions up to and including probation and program disenrollment.

Information Release

I authorize the MEDICAL DIETETICS PROGRAM to provide information about me including my name, likeness, demographic and educational information to their accrediting body (ACEND) and/or The Academy of Nutrition and Dietetics as part of program reporting requirements and /or credentialing eligibility verification requirements.

Signature

Date